

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Senior Rehabilitation Counselor**

**Class Code: 51345**

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### **A. Purpose:**

Serves as a certified rehabilitation counselor providing individualized vocational rehabilitation services to obtain employment for individuals with disabilities who require vocational rehabilitation services to prepare for, secure, retain, or regain employment.

### **B. Distinguishing Feature:**

The Senior Rehabilitation Counselor independently determines eligibility for services and approves Individual Plans for Employment (IPE), monitors case services, serves on peer review teams, and may direct the work of Rehabilitation Counselors and Teachers.

The Rehabilitation Counselor determines eligibility for services and provides vocational counseling by determining scope, type, and extent of services in consultation with a Senior Rehabilitation Counselor or supervisor; develops referral and placement plans; and recommends IPE's and expenditure of case service funds.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Monitors and reviews the provision of case services to ensure clients receive appropriate and effective rehabilitation services.
  - a. Approves rehabilitation plans and expenditure of case service funds.
  - b. Trains counselors on case development and case-management techniques.
  - c. Participates on peer review teams.
  - d. Provides consultation on counseling techniques, case file development, job placement, and the development of rehabilitation plans.
2. Serves as a liaison with employers and community organizations on disability issues.
  - a. Provides consultation on accessibility, disability rights, Americans with Disabilities Act (ADA), independent living, attendant services, sign language, and assistive technology.
  - b. Represents district office at local meetings with these groups.
3. Provides rehabilitation services to ensure clients receive the services necessary to attain and retain meaningful employment.
  - a. Conducts interviews with prospective clients.
  - b. Determines type and extent of diagnostic information needed.
  - c. Analyzes functional information to determine vocational limitations.
  - d. Independently determines eligibility for services.
  - e. Develops IPE's with clients by identifying objectives and services needed.
  - f. Authorizes appropriate expenditure of case service funds.
  - g. Counsels clients to increase their understanding of themselves and vocational options.
  - h. Works with clients and employers to arrange suitable employment.
    - i. Arranges training to improve job-seeking skills.
    - ii. Provides job development and job analysis.
    - iii. Promotes job incentives with employers.

- iv. Coordinates job placement with other service providers.
- 4. Develops and maintains referral sources including public agencies, medical offices, private agencies, and the media to ensure effective cooperation and coordination of services.
- 5. May direct the work of subordinate staff to ensure the goals and objectives of the work unit are met.
  - a. Interviews and assists with selection of staff.
  - b. Approves IPE's and work of other counselors if needed.
  - c. Provides training and work direction.
  - d. Approves leave requests.
  - e. Addresses staff problems and recommends disciplinary actions.
  - f. Assists with performance appraisals and completion of performance documents.
- 6. Performs other duties as required.

**D. Reporting Relationships:**

Reports to a Rehabilitation District Supervisor or Assistant Director. May direct the work of Rehabilitation Counselors, Rehabilitation Teachers, support staff, counselor aides, drivers, attendants, and readers.

**E. Challenges and Problems:**

Challenged to provide technical assistance to subordinate staff and serve as a consultant on their cases. The incumbent also carries a caseload and typically handles those cases that are considered difficult or complex due to client or eligibility issues.

Typical problems resolved include client/employee complaints, provider issues, complex eligibility decisions, coordination of services, and assisting clients to better cope with their disabilities.

**F. Decision-making Authority:**

Decisions made include determination of eligibility; medical, vocational, and social assessment; counseling strategies; development of the rehabilitation plan; authorization of fund expenditures; appropriate vocational placement; and review and approval of IPE's and decisions made by Rehabilitation Counselors and Rehabilitation Teachers.

Decisions referred include territory assignments, waiving case service policy, case service expenditures over specified amounts, and personnel problems or concerns.

**G. Contact with Others:**

Daily contact with clients, their families, medical professionals, state office, cooperating agencies, and prospective employers in order to provide rehabilitation services and exchange information. Contact as needed with other agencies and disability or consumer organizations to make appropriate referrals.

**H. Working Conditions:**

The incumbent spends a frequent amount of time meeting with employers at job sites, clients in homes, and attending staffings at other agencies. The rest of the time is spent in a typical office. Moderate to extensive travel is required within the assigned territory. The incumbent may be exposed to hostile clients or family members.

#### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- social, economic, vocational, physical, and emotional issues impacting persons with disabilities;
- advanced counseling theories and techniques useful in facilitating the rehabilitation of individuals with disabilities;
- alternative modes of communication for individuals who are deaf, blind, or have cognitive disabilities;
- individual appraisal instruments and their applications;
- technology, including assistive technology, and accommodations for individuals with disabilities in employment and independent living settings;
- use of labor market information, the job seeking process and personnel practices that lead to obtaining employment.

Ability to:

- understand and interpret medical, psychological, and vocational reports for the purpose of determining eligibility and formulating vocational objectives;
- establish and maintain effective working relationships with consumers, family members, and various professionals and specialty organizations involved in the rehabilitation process;
- analyze and integrate occupational and labor market data in a given geographical area;
- read and interpret laws, rules, and regulations affecting individuals with disabilities, and apply them to specific situations;
- develop, organize, and maintain a referral network used to provide individuals with disabilities appropriate services and other resources;
- prepare and deliver clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations;
- effectively manage a full caseload of consumers in an independent, orderly, and timely manner;
- develop and review Individual Plans for Employment (IPE) that properly reflect the consumer's vocational goal and services needed by the consumer to reach that goal;
- providing training and direct the work of other counselors and staff.

#### **J. Licenses and Certification:**

Must have national rehabilitation counselor certification by Commission of Rehabilitation Counselor Certification (CRCC).